

August 2016

# Human Resources Newsletter

Town of Nantucket



Welcome Morgan Smith-Jones, HR Administrator, to the Human Resources Team!

Steve Tuzik, HR Director  
Amanda Perry, HR Assistant Director  
Morgan Smith-Jones, HR Administrator



## QUICK LINKS

[Town Manager E-Newsletter](#)  
[Blue Cross Blue Shield](#)  
[Delta Dental](#)  
[Delta Dental Dentists on Nantucket](#)  
[State Ethics Commission](#)  
[EAP Services](#)  
[Town Telephone List](#)  
[Newsletter Archives](#)  
[2016 Holiday Schedule](#)

### EMPLOYEE

#### DISCOUNT FORMS:

[BCBS Weight Loss Discount](#)  
[BCBS Fitness Discount](#)  
[SPRINT Discount](#)  
[AT&T Discount](#)  
[Verizon Discount](#)



[SALT MARSH AUGUST NEWSLETTER](#)  
[AUGUST SALT MARSH ACTIVITIES CALENDAR](#)  
[ELDER NUTRITION PROGRAM AUGUST](#)

For more information contact [Laura Stewart](#)

## Town Clerk

### Important Voting Registration and Town Meeting deadlines from the Town Clerk's Office:

- The deadline for Primary is this Friday August 19th 5:00pm
- The deadline for the Special Town Meeting is Friday October 7th 8:00pm
- The deadline for the Presidential Election is Wednesday October 19th 8:00pm
- Early voting starts Monday October 24th and continues to Friday November 4th 4:00pm.

[Registering to Vote](#)

## Town Clerk



## Job Openings

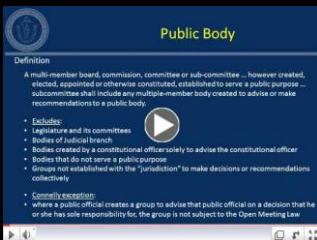
Search job openings  
in Nantucket.



## MINUTES TRAINING VIDEO & HANDOUTS

## OPEN MEETING LAW TRAINING VIDEOS

## OPEN MEETING LAW GUIDE



### Open Meeting Law Introduction



Do you know a Town Employee looking for Housing? Do you have space you would like to rent? Please send your inquiries and information to the Human Resources Department. We often become aware of housing needs for new and current employees.

[EMAIL HUMAN RESOURCES](#)

## RECENT UPDATE

### To The Human Resources Webpage:

Please click on the lighthouse image below when visiting the HR webpage to access internal employee policies, forms and health insurance information.

<http://www.nantucket-ma.gov/161/Human-Resources>

You Are Here: Home > Government > Departments A-N > Human Resources

## Human Resources

### Mission Statement

Energize our employees with fair treatment, challenging work, competitive salaries, outstanding benefits, and membership in Nantucket's diverse and beautiful island community.

### Classification & Compensation Study Final Report

- [Town of Nantucket Classification and Compensation Study Final Report](#)

### Human Resources Assessment Final Report

- [EmCo Consulting, LLC & HR Alternatives Report of Findings and Recommendations](#)

### FAQs

- How can I find information about the Insurance Advisory Committee (IAC)?
- Where can I find a listing of positions available with the Town of Nantucket?
- Where can I find an employment application?
- Do I have to complete a new application for each position I am interested in applying for?
- Can I write, "see resume" on my



**QUESTION? [CONTACT HUMAN RESOURCES](#)**

## WELCOME TO YOUR NEW MyAmeriflex Portal

### Ameriflex : FSA & Dependent Care FSA

*Did you enroll in an Ameriflex Flexible Spending Account or Dependent Care Account this year?*

Here is some helpful information to start using your card:

- To retrieve your Debit Card Pin, please set up your online account through the 'My Ameriflex Portal', once enrolled click on 'Debit Card Maintenance' tab and hover over the 'pin' image. While on this page you can also click 'Activate My Card'

MyAmeriflex Portal

Action





### **Sign Up For The Land Bank Quarterly Newsletter**



U.S. Department  
of Veterans Affairs

Vet Center, Hyannis MA  
Tel: (508) 778-0124  
[www.vetcenter.va.gov](http://www.vetcenter.va.gov)

### **Green Office Guide**

TOWN OF  
NANTUCKET  
ENERGY OFFICE



### **BCBS Blue Care Line**



1-888-247-BLUE



- If you will be processing eligible medical claims for your spouse or dependents, you will need to complete the FSA Service Form and request that these family members are added to your 'Family Plan'. You also have the option to have a debit card issued in their name. Please complete the [FSA REQUEST FOR SERVICE FORM](#) and return to [forms@myameriflex.com](mailto:forms@myameriflex.com) or fax to 800-282-9818.

Still have questions? [EMAIL HR](#)  
[What expenses are eligible under FSA?](#)

### **Massachusetts Becomes First State Ever to Ban Employers From Asking For Salary Histories**

<https://thinkprogress.org/massachusetts-becomes-first-state-ever-to-ban-employers-from-asking-for-salary-histories-3dd99768f8fe#.7n9avkmrx>



On August 1, Governor Baker signed a bill that is a 'first-in-the-nation' banning employers from asking prospective employees what they are currently earning. The new law goes into effect in Massachusetts on July 1, 2018 with the intention of closing the wage gap between men and women in like positions. For more information about how to conduct your interviews please

[CONTACT HR.](#)

### **2016 Updated Town Employee Telephone List**

Please [CLICK HERE](#) for a copy of the most recent telephone list. You may also access the Town Employee Directory on the our website here: <http://www.nantucket-ma.gov/directory.aspx>







[www.massretirees.com](http://www.massretirees.com)

## Blue Cross Blue Shield Affordable Care Act Requirements: Social Security Information

Pursuant to the Affordable Care Act (ACA) Individual Responsibility provision, federal law mandates that Blue Cross Blue Shield of Massachusetts provide evidence of minimum essential health care coverage to individual

members in fully insured accounts. The Town of Nantucket is required to report the social security numbers for all individuals insured with Blue Cross Blue Shield to the Internal Revenue Service (IRS). The information received by the IRS will be used to verify information on your individual income tax return. If the information you provide on your tax return cannot be verified, you may receive an inquiry from the IRS. More information can be found on the IRS

website: <https://www.irs.gov/Affordable-Care-Act>

**Please expect to receive correspondence from Human Resources if we need to update your BCBS subscriber information. If you have questions, please contact Human Resources at 508-228-7200 x7308.** We advise all subscribers to not transmit social security information by email. Please contact Human Resources by telephone or mail only to update your account. Thank you in advance for your attention to this BCBS update.



Town of Nantucket, 16 Broad Street, Nantucket, MA 02554

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